

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes - Final

Thursday, January 28, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/3slsSFI>

Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Board Chair, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV> .

Individuals providing Public Comment will provide the following information:

- * Meeting: Financial and Administrative Committee
(Must be the Subject line for written Public Comment)
- * Name: (Required)
- * Street Address, City, State (Optional):
- * Phone Number (Optional):
- * Organization/Agency/etc. Represented (If representing yourself, put "Self"):

* Topic or Agenda Item # (if applicable) - followed by the written
Comment

0.0 [21-0069](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 12.30.20](#)

1. **Call to Order**

Chair Frank called the meeting to order at 8:30 a.m.

2. **Pledge of Allegiance**

Chair Frank led the Pledge of Allegiance

3. **Roll Call of Members**

Present 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

Others present:

Mike Adam, Health Department

Carissa Casbon, County Board

Mary Cunningham, County Board

Carrie Flannigan, Children's Advocacy Center

Gary Gibson, County Administrator's Office

RuthAnne Hall, Purchasing

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Carl Kirar, Facilities and Construction Services

John Light, Human Resources

Matt Meyers, County Administrator's Office

Angela Panateri, Communications

Brenda O'Connell, Community Development

Mark Pfister, Health Department

Abby Scalf, County Board Office

Shane Schneider, Division of Transportation

Arin Thrower, Communications

Blanca Vela-Schneider, County Administrator's Office

Eric Waggoner, Planning, Building and Development

Mike Wheeler, Finance and Administrative Services

4. **Addenda to the Agenda**

There were no additions or amendments to the agenda.

5. **Public Comment (Items Not on the Agenda)**

There were no comments from the public.

6. Chair's Remarks

There were no remarks from Chair Frank.

7. Unfinished Business

There was no unfinished business.

8. New Business

CONSENT AGENDA (Items 8.1 - 8.3)

APPROVAL OF MINUTES

8.1 [21-0159](#)

Minutes from January 7, 2021.

Attachments: [F&A 1.7.21 Minutes - Final.pdf](#)

A motion was made by Member Wilke, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 and 8.3 be recommended for adoption/received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Not Present: 1 - Member Taylor

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.2 [21-0144](#)

Joint resolution authorizing a contract with USIC Locating Services, LLC, Lombard, Illinois, in the amount of \$140,000 for the Joint Utility Locating Information for Excavators, Inc. (JULIE) ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests, for various County highways, and appropriating \$200,000 of ¼% Sales Tax for Transportation funds.

Attachments: [21-0144 Vendor Disclosure Statement - USIC](#)

[21-0144 Award Information JULIE Locates](#)

[21-0144 Bid Tab - JULIE Locates](#)

A motion was made by Member Wilke, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 and 8.3 be recommended for adoption/received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Not Present: 1 - Member Taylor

FINANCIAL & ADMINISTRATIVE

8.3 [21-0152](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of December 2020.

Attachments: [December 2020](#)

A motion was made by Member Wilke, seconded by Member Vealitzek, that item 8.1 be approved and that items 8.2 and 8.3 be recommended for adoption/received and placed on the County Board agenda. Motion carried by the following roll call vote:

Aye: 6 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Vice Chair Vealitzek and Member Wilke

Not Present: 1 - Member Taylor

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.4 [21-0143](#)

Joint committee action item approving Change Order Number Seven in the amount of \$6,712.75 for additions to the Hutchins Road Bridge construction contract.

Attachments: [21-0143 Committee Action Memo.pdf](#)
[21-0143 Hutchins Bridge CO#7 17-00275-02-BR](#)
[21-0143 Location Map - Hutchins Road \(Bridge over Mill Creek\)](#)
[21-0143 Vendor Disclosure Statement - Lorig](#)

(Member Taylor arrived at 8:34 a.m.)

Shane Schneider, Division of Transportation Director, reported that shortly after work for the Hutchins Road Bridge Construction began, the contractor ran into a conflict with an unknown ComEd utility line which delayed the work by several months. The work has since been completed and the bridge is now open.

A motion was made by Member Clark, seconded by Member Simpson, that this item be approved. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

FINANCIAL & ADMINISTRATIVE

8.5 [21-0148](#)

Resolution authorizing an agreement with Daikin Applied, Chicago, Illinois, for routine inspections and preventative maintenance of heating, ventilation, and air conditioning (HVAC) equipment for various County facilities in the estimated annual amount of \$75,000.

Attachments: [Award Information-Daikin](#)
[Vendor Disclosure](#)

Carl Kirar, Facilities and Construction Services Director, reported that this agreement is a service contract to provide preventative maintenance and inspections for some County-owned HVAC equipment. Director Kirar reviewed the locations of the HVAC equipment that will be serviced under this contract and the terms of the agreement. RuthAnne Hall, Purchasing, reported that the contract was procured through a national cooperative agreement. Discussion ensued.

A motion was made by Member Clark, seconded by Member Pedersen, that this item be recommended for adoption to the consent agenda. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

8.6 [21-0191](#)

Committee action authorizing the reclassification of two positions in the Finance and Administrative Services Department.

Attachments: [Reclassification of positions in FAS](#)

John Light, Human Resources Director, presented a request to reclassify two positions in the Finance and Administrative Services Department. The two positions will not change headcount and will not effect the budget. After an analysis of the work expected to be performed in the positions, it is the recommendation of Human Resources and the County Administrator's Office to reclassify the Internal Review Manager position with a Salary Grade 11 to an Internal Audit Manager with a Salary Grade 10 and to reclassify the Assistant Budget Manager position with a Salary Grade 10 to Budget Manager with a Salary Grade 11. It is also the recommendation to change the title of the position Controller to Accounting Manager.

A motion was made by Member Clark, seconded by Member Taylor, to approve the reclassifications. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

8.7 [21-0169](#)

Facilities and Construction Services Department's Annual Update.

Attachments: [2021 FCS Overview Presentation](#)

Carl Kirar, Facilities and Construction Services Director, provided an overview of the department and its accomplishments in Fiscal Year (FY) 2020. Director Kirar reported that the Facilities and Construction Service Department operated at a \$10,600,000 operational budget and a \$5,700,000 Capital Budget in FY 2020.

Facilities and Construction Services' Five-Year Capital Improvement Plan (CIP) focuses on preservation, modernization, expansion, and demolition projects. Director Kirar reviewed projects that were completed in FY 2020 including those that were planned and those in response to the pandemic and CARES Act funding that would increase the safety and health of the public and staff.

Director Kirar highlighted work that was completed at the Child Advocacy Center to improve security and mitigate drainage issues. Carrie Flannigan, Child Advocacy Center, reported that installing a medical examination room at the Child Advocacy Center, has provided immediate access to critical services for children, eliminating the need to rely on a parent or guardian to take the child to a hospital and wait for a physical examination to be completed. Facilities and Construction Services also completed renovations that allowed some unused space to be converted to a Community Room.

Discussion ensued regarding the improvements at the Child Advocacy Center and its impact to the residents of Lake County.

An annual update of the Facilities and Construction Services Department was provided.

8.8 [21-0168](#)

Discussion on COVID Relief and Recovery Funding and 2021 Plan.

Jim Hawkins, Deputy County Administrator, provided a presentation regarding 2021 COVID Relief and Recovery Funding and Plan and sought consensus on a proposed concept of operations for the 2021 Calendar Year for COVID Relief and Funding.

In December 2020, the County was notified of additional funding for rental assistance through the Federal Emergency Rental Assistance (FERA) program and for small businesses a new Federal Paycheck Protection Program. It was also notified that the CARES Act Funds would be extended to December 31, 2021. Lake County applied for the FERA Program and received \$20,646,762.50 for rental/utility assistance of which at least 90 percent of the awarded funds must be used for direct financial assistance.

After analyzing current expenditures, staff estimates there is approximately \$12,200,000 of the remaining CARES Act funds that can be reallocated into Calendar Year 2021. Staff is recommending that the funding be allocated as follows:

*Resident Support and Assistance - \$5,000,000
Business and Economic Assistance - \$400,000
Health Department/Public Health Support and Assistance - \$3,100,000
County-Wide Essential Services - \$2,200,000
Contingency/Reserve - \$1,500,000*

Discussion ensued regarding support for small businesses, public outreach and

communication on Paycheck Protection Program, rental assistance, and the vaccination rollout.

Deputy Administrator Hawkins requested continued authority to have the Administrator, or his designee, execute all agreements related to the allocation and distribution of funds; authorize line item transfers, emergency appropriate the entire rental assistance distribution.

The consensus of the Committee was for a resolution to be brought for consideration at the next committee meeting.

The Committee discussed COVID Relief and Recovery Funding and the 2021 Plan.

8.9 [21-0166](#)

Discussion regarding the dissolution of the Lake Bluff Mosquito Abatement District (LBMAD).

Matt Meyers, Assistant County Administrator, Steve Rice, State's Attorney's Office, and Larry Mackey and Mike Adam, Health Department, provided an overview of the LBMAD. The LBMAD was created in 1950s to provide outsourced seasonal services including surveillance/testing, larval control, and adult mosquito control. The District's 2019 Tax Levy was \$109,326.50 and there is approximately \$200,000 in the District's reserves. In comparison, the Lake County Health Department's program varies, but it receives approximately \$140,000 annually from the state for trap placement throughout the County to monitor for West Nile. The traps cost between \$2,000 to \$4,000 per trap per season. When a trap tests positive for West Nile, the municipality or township is notified. The Lake County Health Department has some contingency funds for spraying, if necessary.

After receiving information regarding the dissolution process, the LBMAD sent a letter to the County requesting that the County begin the process of dissolving the district. Assistant Administrator Meyers reviewed the dissolution process and the next steps. When the district is dissolved, the County will assume responsibility for the area and any unused funds will be transferred to the County. Staff is reviewing how the funds can be expended. Discussion ensued regarding the benefit to dissolving the district.

The Committee discussed the dissolution of the Lake Bluff Mosquito Abatement District.

9. Directors' Reports

9.1 [21-0066](#)

Director's Report.

Attachments: [FCS Director's Report - JOC over 350K](#)

Facilities and Construction Services

Carl Kirar, Facilities and Construction Services Director, provided an update regarding the

Job Order Contracting (JOC) for projects exceeding \$350,000. Lake County chooses several "vetted" contractors to provide services of up to \$2,000,000 annually with projects not exceeding \$350,000 per project. Prices for the various types of work are competitively bid out during the vendor selection process.

Director Kirar identified projects that are part of the JOC program including security improvements at Administrative Tower/Court Complex and two project improvements at the Babcox Justice Center.

Human Resources

Gary Gibson, County Administrator, reported that Lake County currently has a vacancy for the Public Works Director position. An interim director was appointed last year and because of the pandemic, the search for a new Public Works Director was stalled. The current statute requires County Public Works Directors be professionally licensed engineers but there has been recent discussion at the state level to eliminate this requirement. It is the recommendation of the Human Resources Department and County Administrator's Office to wait until the State General Assembly makes a determination as the removal of this requirement may open up the pool of candidates for the position. Administrator Gibson noted that municipalities are not required to have the head of the Public Works Department professionally licensed engineers. Discussion ensued.

10. County Administrator's Report

There was no County Administrator's report.

11. Executive Session

Executive Session was entered into at 10:18 a.m.

A motion was made by Member Clark, seconded by Member Simpson, to go into Executive Session. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

11.1 [21-0156](#)

Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21).

Closed session minutes were reviewed in Executive Session.

11.2 [21-0157](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

Collective bargaining was discussed in Executive Session.

11.3 [21-0158](#)

Executive Session to discussion pending litigation pursuant to 5 ILCS 120/2 (c)(11).

Pending Litigation was discussed in Executive Session.

11.4 [21-0170](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

Personnel matters were discussed in Executive Session.

Executive Session was adjourned at 11:35 a.m.

A motion was made by Member Taylor, seconded by Member Vealitzek, to come out of Executive Session. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

11.1 [21-0160](#)

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Executive Session minutes from January 7, 2021.

A motion was made by Member Simpson, seconded by Member Clark, that the Executive Session minutes be approved. The motion carried by the following vote:

Aye: 7 - Member Clark, Chair Frank, Member Pedersen, Member Simpson, Member Taylor, Vice Chair Vealitzek and Member Wilke

12. **Members Remarks**

There were no member remarks.

13. **Adjournment**

Chair Frank declared the meeting adjourned at 11:37 a.m.

Next Meeting: February 4, 2021

Meeting Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee, Chair